

EasyShip Tutorial | How to use EasyShip Platform

Congratulations on signing up for the EasyShip Platform!

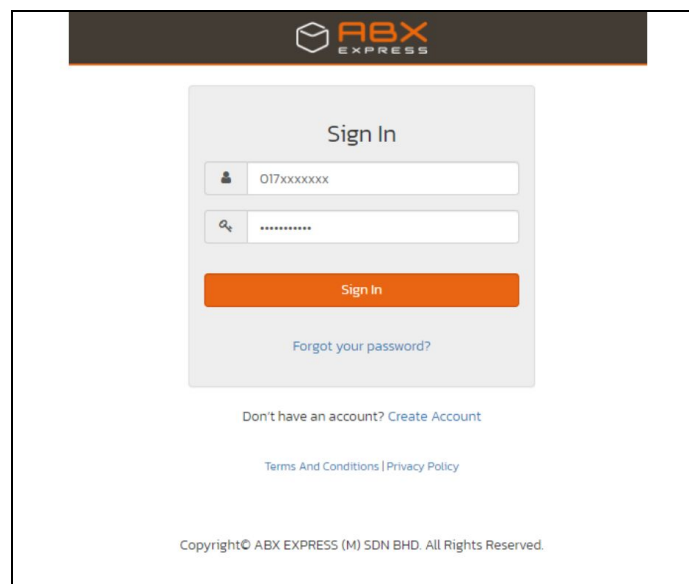
Now, we are sure that most of you are wondering how to use the EasyShip Platform. Before we proceed to our guideline on how to use the EasyShip platform, we would like to introduce to you the platform once again.

EasyShip by ABX or known as EasyShip can be divided into two selections which are **“Ship from Home (Pick Up)”** and **“Ship at Shop (Drop Off)”** for our customers and they can choose their preferred selection. Here’s a quick guideline that we have made just for our beloved customers to kick off their EasyShip journey with **ABX Express**.

Ship at Shop(Drop off)

METHOD 1: Key In [Suitable for users with less than 10 shipments]

STEP 1: Sign In to your account



ABX EXPRESS

Sign In

017xxxxxxx

Sign In

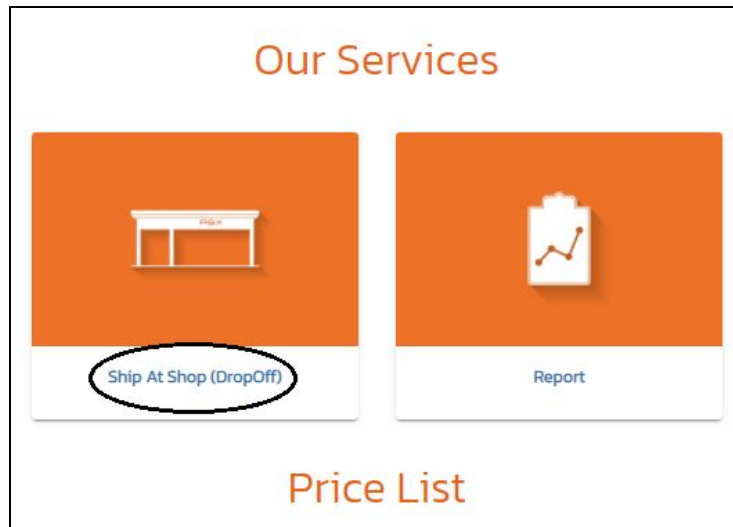
[Forgot your password?](#)

[Don't have an account? Create Account](#)

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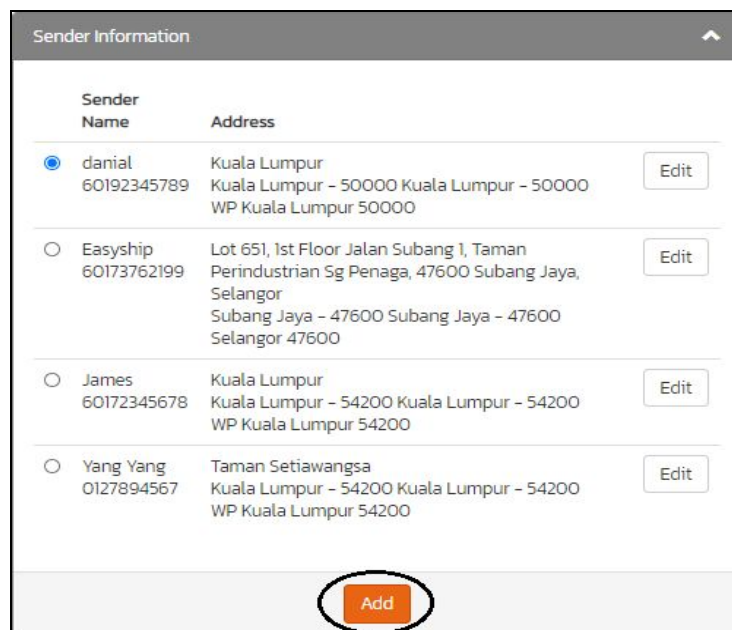
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STEP 2: Select **Ship At Shop (DropOff)**

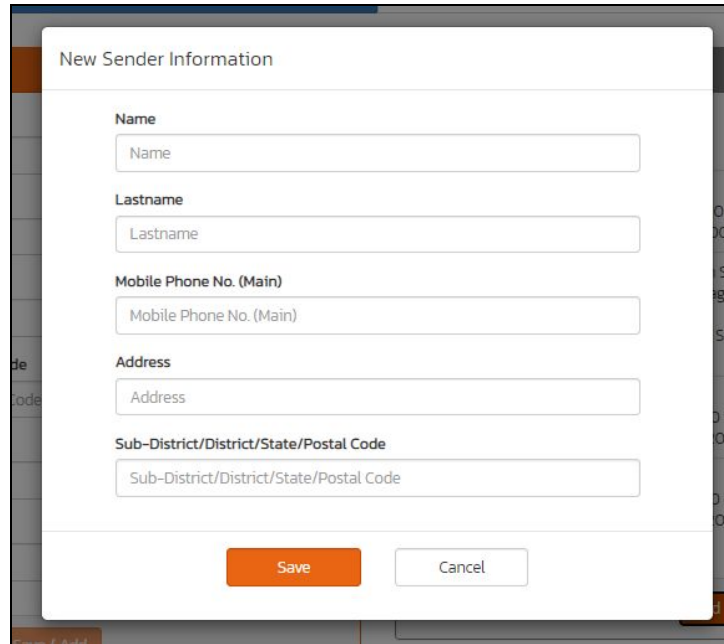


STEP 3: Register Sender Information

- Click the ADD button in the **Sender Information Box**.



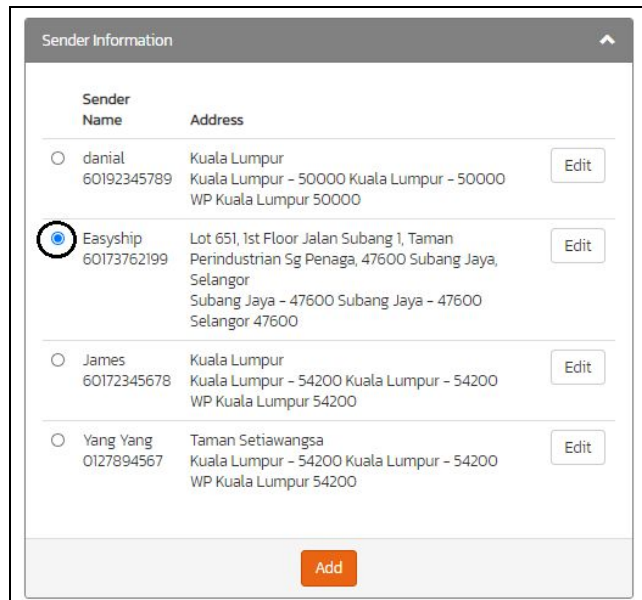
- Fill up the **New Sender Information**.



A screenshot of a 'New Sender Information' form. The form contains several input fields: 'Name', 'Lastname', 'Mobile Phone No. (Main)', 'Address', and 'Sub-District/District/State/Postal Code'. At the bottom, there are two buttons: 'Save' (orange) and 'Cancel' (white with grey border).

STEP 4: Register Recipient Information

- Click on the small circle next to **Sender Name** to choose your respective **Sender Information**.



A screenshot of a 'Sender Information' list. The list has two columns: 'Sender Name' and 'Address'. There are four entries, each with a radio button and an 'Edit' button. The 'Easyship' entry is selected, indicated by a blue circle around its radio button.

Sender Name	Address	
<input type="radio"/> daniel 60192345789	Kuala Lumpur Kuala Lumpur - 50000 Kuala Lumpur - 50000 WP Kuala Lumpur 50000	Edit
<input checked="" type="radio"/> Easyship 60173762199	Lot 651, 1st Floor Jalan Subang 1, Taman Perindustrian Sg Penaga, 47600 Subang Jaya, Selangor Subang Jaya - 47600 Subang Jaya - 47600 Selangor 47600	Edit
<input type="radio"/> James 60172345678	Kuala Lumpur Kuala Lumpur - 54200 Kuala Lumpur - 54200 WP Kuala Lumpur 54200	Edit
<input type="radio"/> Yang Yang 0127894567	Taman Setiawangsa Kuala Lumpur - 54200 Kuala Lumpur - 54200 WP Kuala Lumpur 54200	Edit

At the bottom of the list is an orange 'Add' button.

- **Fill up the Recipient Information** and click **Save**

Recipient Information

Phone No.

Recipient Name

Address

Sub-District/District/State/Postal Code

Remark

Email

Save / Add

STEP 5: Generate Consignment Note

- **Select** the Respective Sender
- **Scroll down** and click **Print Preview**

Recipient List

Show entries Search:

Order No.	Sender Detail	Recipient Detail	
#J-001	Easyship Platform (60173762199) Lot 651, 1st Floor Jalan Subang 1, Taman Perindustrian Sg Penaga, 47600 Subang Jaya, Selangor Subang Jaya - 47600 Subang Jaya - 47600 Selangor 47600	James Ma (60173762199) 52, Jalan Melaka Raya 23, Taman Melaka Raya 75000 Melaka	

Showing 1 to 1 of 1 entries

Print Preview

Step 6: Print out and paste Consignment Note on EACH parcel

#J-001

190000017120209J001



ABX
EXPRESS

Recipient
James Ma (60173762199)
52, Jalan Melaka Raya 23,
Taman Melaka Raya 75000 Melaka

Sender
Easyship Platform (60173762199)
Lot 651, 1st Floor Jalan Subang 1, Taman Perindustrian
Sg Penaga, 47600 Subang Jaya, Selangor
Subang Jaya - 47600 Subang Jaya - 47600
Selangor 47600

Remark
-

STEP 7: Drop off at Parcel Shop

- Visit ABX Express Parcel Shop outlets and make payment over the counter

WEBSITE PAGE OVERVIEW

Self Key-in

Key-inUpload file

Recipient Information STEP 2: KEY IN HERE

Phone No.

Recipient Name

Address

Sub-District/District/State/Postal Code

Remark

Email

[Save / Add](#)

Sender Information STEP 1: KEY IN HERE

Sender Name	Address	
<input type="radio"/> dental 00192345789	Kuala Lumpur Kuala Lumpur - 50000 Kuala Lumpur - 50000 WP Kuala Lumpur 50000	Edit
<input checked="" type="radio"/> Easyship 00173762199	Lot 651, 1st Floor Jalan Subang 1, Taman Perindustrian Sg Penaga 47600 Subang Jaya, Selangor Subang Jaya - 47600 Subang Jaya - 47600 Selangor 47600	Edit
<input type="radio"/> James 00172345678	Kuala Lumpur Kuala Lumpur - 54200 Kuala Lumpur - 54200 WP Kuala Lumpur 54200	Edit
<input type="radio"/> Yeng Yang 0127854567	Taman Satehswangia Kuala Lumpur - 54200 Kuala Lumpur - 54200 WP Kuala Lumpur 54200	Edit

[Add](#)

Recipient List STEP 3: CLICK TO PREVIEW

Show entries Search

Order No.	Sender Detail	Recipient Detail	
No data available in table			

Showing 0 to 0 of 0 entries [First](#) [Previous](#) [Next](#) [Last](#)

We hope that this step by step guide for “Ship At Shop (DropOff)” will be able to help you to use our EasyShip Platform.